

## **COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS BUILDING AND SAFETY DIVISION** AGENCY REFERRAL



#### SOUTHWEST DISTRICT OFFICE

1320 W. Imperial Hwy. Los Angeles, CA 90044

Telephone: (323) 820-6500, FAX (323) 756-0780

Prepared By	HNM	OM Initial	Date

Office Hours: 7:00 a.m. – 6:00 p.m. M - Plan Checker Hours: 7:00 a.m. – 11:30		App ecommended Sign	olicant's nature:	
Plans for (Creding Structure) at Plan Check DA A VIII To The Check DA A VIII To The Check DA The	(Address)	was submitted on	(Locality)	
and Use Zone	Proposed Occupancy		Type of Construction	
Description of proposed work:				

THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE. You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. Follow-up is your responsibility. Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

# **COUNTY AGENCIES**

#### **DEPARTMENT OF PUBLIC WORKS**

#### AVIATION DIVISION

1000 S. Fremont Ave., Bldg. A9 East, 1st Flr., Alhambra, CA 91803 (626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

#### **BUILDING AND SAFETY DIVISION**

Headquarters Mon-Thurs 6:45 - 5:30 (626) 458-3173 900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331 Approval for the following sections is required as noted below:

- ELECTRICAL SECTION 900 S. Fremont Ave., 3<sup>rd</sup> FI, Alhambra, CA 91803-1331

(626) 458-3180

- Approval is required for:
- □ Energy Plan Check □ Electrical Code Check
- □ Emergency Egress Illumination (O.L. ≥ 100)
- MECHANICAL SECTION

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331

(626) 458-3182

- Approval is required for: □ Energy Plan Check
- Mechanical Code Check
- Plumbing Code CheckGreen Building Check
  - □ Roof Drainage
- Research Section 900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331 (626) 458-3173 (Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION Lisa Eckert - Regional Drainage and Grading Engineer 1320 W. Imperial Hwy. Los Angeles, CA 90044 Telephone: (323) 820-6500 Tuesdays 7:30 a.m.-11:30 p.m.
  - Grading Plan Check
    - 'Rough Grade" approval is required prior to issuance of building permit
  - Drainage Plan Check (NPDES/LID COMPLIANCE)
    - Drainage approval is required

#### CONSTRUCTION DIVISION

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- PERMIT SECTION 900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331 (626) 458-3129
- Westchester Office 5530 W. 83<sup>rd</sup> St, Westchester, CA 90045 (310) 649-6300 7:30 a.m. - 3:30 p.m. Mon-Fri
- **COMMUNITY DEVELOPMENT COMMISSION** 2 Coral Circle, Monterey Park, CA 91755 (323) 890-7001

#### **ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for most commercial and industrial buildings for:

INDUSTRIAL WASTE / UNDERGROUND TANKS

Lomita Office 24320 S. Narbonne Avenue Lomita, CA 90717 (310) 534-4862 8:00-9:30 a.m. Mon-Fri

Headquarters 900 S. Fremont Ave., Annex 3rd FI Alhambra, CA 91803-1331 (626) 458-3539 6:45-5:30 Mon-Thurs

- NPDES/SUSMP Approval Industrial Waste Unit 900 S. Fremont Ave, Annex 3<sup>rd</sup> FI Alhambra, CA 91803-1331 (626) 458-3517
- DUMP AREAS (structure within 1,000 ft from a landfill) 900 S. Fremont Ave., Annex 3rd FI Alhambra, CA 91803-1331 (626) 458-3517 6:45-5:30 Mon-Thurs
- SOLID WASTE MANAGEMENT 900 S. Fremont Ave., Annex 3<sup>rd</sup> FI Alhambra, CA 91803-1331

(626) 458-3561 6:45-5:30 Mon-Thurs

- CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN 900 S. Fremont Ave., Annex  $3^{rd}$  FI, Alhambra, CA 91803-1331 (626) 458-3546 www.888CleanLA.com 6:45-5:30 Mon-Thurs
- GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard.

All submittals must be made at the District Office public counter or the Land Development Division public counter. (See below)

#### LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3<sup>rd</sup> FI, Alhambra, CA 91803-1331 (626) 458-4921 6:45-5:30 Mon-Thurs

- SUBDIVISION PLAN CHECK SECTION
- LANDSCAPE (non-residential landscaped area > 2500 square feet)
- HIGHWAY DEDICATION Form "48-0040-DPW" should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential buildings. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts. (626) 458-4915

Mon-Thurs 7:00 a.m.-5:30 p.m.

#### TRAFFIC AND LIGHTING DIVISION

(626) 300-4708

Clearance is required for traffic requirement. 1000 S. Fremont Ave., Bldg A-9E,4th Floor Alhambra, CA 91803

### **OTHER COUNTY DEPARTMENTS**

#### **BEACHES AND HARBOR DEPARTMENT**

13837 Fiji Way, Trailer 3, Marina Del Rey, CA 90292 By Appointment ONLY (310) 305-9530

# **DEPT OF PUBLIC HEALTH – Environmental Health Division** 5050 Commerce Way, Baldwin Park, CA 91706

(626) 430-5380

Approval is required for:

- Private Sewage Disposal
- **Underground Cisterns**
- Food Service Establishments
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation Radiation Management 3530 Wilshire Blvd., 9<sup>th</sup> Fl, Los Angeles, CA 90010 (213) 351-7897

# **FIRE PREVENTION BUREAU -** Plan approval is required 4475 W. El Segundo Blvd. Hawthorne, CA 90250 (310) 263-2732

- FIRE STATION DEVELOPER FEE is required П 4475 W. El Segundo Blvd. Hawthorne, CA 90250
- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if <a href="https://hazardous.materials.gov/">hazardous materials are being handled</a>. Obtain form from Building and Safety and submit to:

Fire Prevention Bureau Hazardous Materials Section 5825 E. Rickenbacker Rd, Commerce, CA 90040-3027 (323) 890-4000

- FIRE SPRINKLER SYSTEMS 5823 E. Rickenbacker Rd, Commerce, CA 90040-3027 (323) 890-4125
- OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.) 5823 E. Rickenbacher, Commerce 90040-3027 (323) 890-4125

Area 7 Inspectors: 846 N. San Vicente, West Hollywood, CA 90069 (310) 358-2380

**FUEL MODIFICATION** Brushing Clearance Office, Fire Station 32 605 N. Angeleno Ave., Azusa, CA 91702 Mon-Fri 8:00-5:00 p.m. (626) 969-5205

### **COUNTY PUBLIC LIBRARY**

Payment of Library Facilities Mitigation Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the

7400 E. Imperial Highway, Downey, CA 90242 (562) 940-8430 Mon-Fri 8:00 a.m. - 5:00 p.m.

# PARKS AND RECREATION DEPARTMENT

Approval for building plans is required for construction adjacent to a "General Plan Designated Trail." 433 S. Vermont Avenue Los Angeles, CA 90020-1975 (213) 738-2118

### REGIONAL PLANNING DEPARTMENT

320 W. Temple St., 13th Floor (Rm. 1360) Los Angeles, CA 90012-3282

Public Counter: 1:00 p.m. to 6:00 p.m. Mon-Thurs

Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 Mon-Thurs

Southwest District Office for General Information: 1320 W. Imperial Hwy, Los Angeles, CA 90044 (323) 820-6500 M–W 7:30 a.m.–12:00 p.m., 1:00 p.m.-5:00 p.m. Thurs 7:30 a.m.–12:00 p.m.

<u>COUNTY SANITATION DISTRICT</u>
Payment of sewer connection fee is required 1955 Workman Mill Rd, Whittier, CA 90691 (562) 699-7411

# MARINA DEL REY AND THE ANETA ZONE SEWER CONNECTION

- Land Development Division (confirmation of adequate sewer capacity)
- City of Los Angeles (for payment of sewer connection charges) West Los Angeles Engineering District Office 1828 Sawtelle Boulevard, 3rd Floor Los Angeles, CA 90025-5516 - (310) 575-8384

# **STATE AGENCIES**

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways: 120 S. Spring Street, Room 112 Los Angeles, CA 90012-3606 (213) 897-3631

#### STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA **DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

3550 W. 6<sup>th</sup> St, Room 431 Los Angeles 90020 (213) 736-3041

10350 Heritage Park Dr. Suite 201 - Consultation Only Santa Fe Springs 90670 (562) 944-9366

#### STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS

Obtain clearance for the requirements of abandonment of oil wells. 5816 Corporate Ave, Ste 200, Cypress, CA 90630-4731 (714)816-6847

### **OTHER AGENCIES**

#### SCHOOL DISTRICT

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building

Obtain "Certification Form" from B&S District Office.

### SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182 (909) 396-2000, (800) 288-7664

LOCAL WATER COMPANY - provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site. (Form available from B&S District Office)

# **OTHER**

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